

500 - BIOGRAPHIC INFORMATION PROGRAM

510 GENERAL

The biographic information program is designated to provide for the Department and other Federal agencies comprehensive, current and accurate information concerning the background, capabilities and basic attitudes of foreign nationals, official or private, who directly or indirectly influence domestic and international policy of their countries. Biographic intelligence, systematically organized, is an important aid in reporting, negotiation and representation activities. Accordingly, reporting in this field is an integral part of the activities of overseas posts.

By interagency agreement, biographic records and "finished biographic intelligence" (collated and evaluated reports) are the responsibility of various intelligence agencies insofar as operations within the headquarters organizations as distinct from field collection and reporting are concerned. There is provision for a full interchange of the information reported regardless of its origin.

The Foreign Service is responsible primarily for reporting biographic information on persons in political, cultural, economic, scientific, technical and social fields. The Department of Defense is primarily responsible for biographic information on military leaders and on scientific, technical, and economic personalities associated with activities of primary interest to the Department of Defense. However, the Foreign Service should report information on all classes of persons as may be appropriate, depending especially on the degree to which other agencies may or may not be represented at the post.

Every one officer at each post should be assigned responsibility for coordinating the biographic information program. Nevertheless, all officers should submit reports, or contribute information for use in reports and furnish their impressions of foreign personalities of actual or potential influence.

and the name of the officer so assigned should be reported to the Department.

(typewritten notations to C. Snider, INR/CS, for forwarding to RD 10/29/63)

520 CATEGORIES OF PERSONS

The Department desires information on persons, regardless of profession or occupation, who are active in national or international developments or who are of potential significance. Listed below are some of the categories of persons which biographic reporting should cover:

- a. Heads of state, members of their families and leading executive assistants.
- b. The heads and most important subordinate officials of ministries or departments, especially Foreign Relations.
- c. Justices of the high courts.
- d. Governors and other high officials in political dependencies.
- e. Chief delegates to important international or regional conferences and representatives of international organizations.
- f. Foreign chiefs of mission. New reports should be prepared at the time their transfers to other duties become known.
- g. Officers of the host country's diplomatic and consular services.
- h. Leaders and influential members of political parties, movements and groups, whether of a national character or composed of refugees or emigres.
- i. Presiding officers, heads of committees and other influential members of the legislative bodies.
- j. Labor leaders, including (1) the elected or appointed officers of international and national confederations, as well as the officers of their affiliates; (2) key officers of local unions; (3) trade union leaders visiting the United States and other countries, particularly if from the Soviet orbit; (4) labor trainees participating in the United States Information Agency training program; and (5) trade union leaders in exile.
- k. Influential members of business, finance and other groups active and important in economic affairs.
- l. Influential newspaper, radio, television and motion picture editors, owners and operators.
- m. Leading educators, including presidents and outstanding faculty members of universities, officers of national associations of teachers, professors, etc.
- n. Leaders in the cultural fields, including outstanding writers, artists, musicians and officers of important organizations representing such groups.

- o. Leaders and influential members of scientific and technical organizations.
- p. Leaders and influential member of significant national or international fraternal and social organizations.

- h. Immediate family.
- i. Relatives (including in-laws) prominent in national life.
- j. Business affiliations.
- k. Membership in professional, social, or fraternal societies and clubs.
- l. Honors and decorations.
- m. Civil or criminal records.

532.2 Personal Data

- a. Behavior in negotiation and tactics most likely to succeed with subject.
- b. Character and personal habits, including weaknesses and points of strength.
- c. Intelligence and particular talents.
- d. Points of sensitivity and prejudices.
- e. Appearance and physical characteristics.
- f. Mannerisms and idiosyncrasies.
- g. Interests and hobbies.

532.3 Personal Analysis and Remarks of the Reporting Officer

The reporting officer's personal analysis and remarks are indispensable to the biographic information program. Consequently, an evaluation of a person's character, views and effectiveness (based on careful investigation, personal interviews and objective appraisal) is desired. In making such evaluations, reporting officers should take the following points into consideration:

- a. Influence and reputation.
- b. Social and economic status of family.
- c. Attitude toward the United States and other countries.
- d. Activities in national and international affairs.
- e. Connection with significant movements, developments, and personalities.
- f. Views on significant issues, including the influence of past and present factors, events, and persons.
- g. Estimates of future career and effectiveness.
- h. Executive and professional or technical abilities.

532.4 Special Data Regarding Personalities at International Conferences and Organizations

In addition to the subjects listed in the preceding sections, reporting officers when possible shall cover the following points in reporting on foreign delegates to international conferences and organizations:

530 SCOPE OF BIOGRAPHIC INFORMATION

531 General

Useful biographic information is far more than curriculum vitae. It involves all data which will permit better evaluation of the influence and capabilities of the subjects. Of first importance are the reporting officers' observations and appraisals. The confidence of reporting officers will be scrupulously respected.

532 Type of Data Desired

532.1 Factual Data

The principal topics for inclusion in biographic data reports are listed below. Form FS-438 (see section 552), can be used conveniently for fragmentary data in this category. Officers are urged to include, whenever possible, indication as to how the person being reported on pronounces his name. The "Key to the Symbols Used in the Respelling for Pronunciation" which appears in Webster's Dictionary may be helpful in this connection, but officers may devise systems of their own. (See Exhibit 552.)

- a. Date and place of birth.
- b. Race and religion.
- c. Education and knowledge of foreign languages.
- d. Positions held, with dates (approximate, if exact information is not easily obtainable).
- e. Political and party affiliations.
- f. Labor affiliations.
- g. Service or travel in the United States and other countries.

a. Ability, skill and effectiveness of foreign conference officers and committee officials.

b. Positions, views and actions of individual delegates which might indicate their independence or divergence from official instructions and general positions of their governments on international and domestic issues.

c. Cooperation of individual delegates with the representatives of the United States and other countries.

532.5 Photographs of Foreign Persons (See Section 942.2)

Posts shall include photographs of the foreign persons covered in biographic information reports whenever possible. A recent glossy-type photograph is preferred; if none is available, a newspaper or magazine picture may be submitted.

540 POST FILES

Each post shall maintain a biographic file which will serve as a focal point for the information and for the contributions of all officers at the post. These files shall be separate from the central files. They shall be located in one place and arranged alphabetically by name and, optionally, also in a category index file (see below). File numbers are unnecessary and files need not be arranged by years. The files may consist of one or more of the following:

a. Dossier:

A depository for source material such as post memoranda, documents, newspaper clippings and "long form" (FS-405) reports. Dossiers should be filed alphabetically, with contents arranged chronologically. The most recent Form FS-405 Biographic Report should be attached to the side of the folders opposite the source material.

b. Information Card File:

Recording miscellaneous and fragmentary information.

c. Category Index File

Classifying persons by occupation, position, activity or title. Copies of information cards (FS-438) may be used for the category file. Posts which use category files should consult the Department in order to coordinate their index with that maintained in Washington.

550 REPORTING551 General

551.1 Any approved means of communication, formal or informal, except operations memoranda, may be used to report biographic information. However, for the transmission solely of such information (as distinct from broader reports containing biographic data *inter alia*), FS-405, Biographic Data Form, or FS-438, Biographic Information Card, are preferred

551.2 Important data, no matter how fragmentary, shall be submitted as received at a post in whatever form is convenient rather than held for incorporation in a complete and formal report at a later date.

551.3 Operations memoranda, subject: BIOGRAPHIC INFORMATION, shall be used to report and discuss the administration of the program at a post, the setting up of files, and other matters concerning the reporting of biographic information. Operations memoranda shall not be used for the transmission of biographic information itself.

552 Forms

a. Fragmentary and miscellaneous biographic information or changes in earlier data submitted shall ordinarily be submitted on Form FS-438, Biographic Information Card. (See sample form below) Two copies shall be sent to the Department marked for INR/GS/BR and one or more copies shall be retained for the post biographic files. Copies should be forwarded to other posts as appropriate. Consular posts should send a copy to the supervisory mission.

b. Form FS-405, the Biographic Data Form, generally shall be used by Foreign Service posts to transmit more lengthy biographic information. Plain sheets may be used for the continuation of remarks.

c. Form FS-405 shall be submitted to the Department in triplicate with a fourth copy retained for the post biographic files, and copies sent to other posts as appropriate. Consular posts should send a copy to the supervisory mission.

EXAMPLE OF FORM FS-438, BIOGRAPHIC INFORMATION CARD
SHOWING TYPICAL ENTRIES

COUNTRY	Name- last, first with pronunciation	DATE OF EVENT	Security Classification
INDONESIA	SUMITRO DJOJOHADIKUSUMO (pronounced: Sue-me-tro Jo-yoe-hah-dee-coo-sue-moe)	Merdeka, May 6, 1959	OFFICIAL USE ONLY*. rpt. May 6, 1959
<p>Minister of Finance, resigned March 1956. Is now Minister of Trade in the Revolutionary Government established in Sumatra on February 15, 1958.</p> <p>Remarks</p>			
<p>FORM FS-438 4-23-57</p>		<p>Djakarta A. W. T</p>	
Source	Size of Card 4x6 inches	Post	Reporting Officer's Initials

(*) Exhibit purposes only

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553 Submission of Published Biographic Materials

One copy of each of the following publications shall regularly be procured by the post and forwarded to the Department by transmittal slip (Form DS-4) marked "Attention: INR/CS/BR".

- a. Who's Who publications.
- b. Foreign office lists.
- c. Diplomatic and consular service lists.
- d. Government directories and registers.
- e. Other publications and miscellaneous printed material (e.g., news, or clippings) which the responsible officer considers are relevant and contain valuable biographic information.

In the event it is necessary to purchase particular biographic publications the cost of such items shall be charged to the allotment for post operating expenses.

554 Transfer of Files on Foreign Diplomats
(See also Section 522)

When a foreign diplomat is moved from one country to another, the post in the country from which he has departed shall forward the biographic material which has been collected concerning him to the appropriate post.

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